



Specific questions or concerns should be directed to the appropriate Division:

Information Systems Division

Call Center
1-800-877-2897
Email:
isdhelp@mshp.dps.mo.gov

Criminal Justice Information Services Division

UCR Unit
(573) 526-6278
Email:
ucr@mshp.dps.mo.gov

Access Integrity Unit
(573) 526-6141

MULES Training Unit
(573) 526-6141

AFIS, Quality
Control, Sex
Offender, CHS
(573) 526-6153

If you want to receive the *CJIS Newsletter* in Electronic format rather than hard copy, or if you have a change in contact information, please contact the UCR Unit at the phone number listed above or CJISNews@mshp.dps.mo.gov

THE CJIS NEWSLETTER

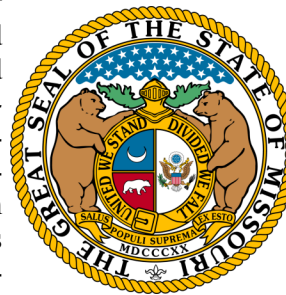
Criminal Justice Information Services

10-03



Newsletter Instructions; Policy Updates and Revisions

This newsletter should be divided into several sections. One section contains the pertinent information for MULES/NCIC Operators and should be removed and placed with the *MULES/NCIC Operational Manual* for future reference. Another section contains information for Uniform Crime Reporting agency points of contact and should be removed and placed with the



Missouri Supplement to the UCR Handbook and the *UCR Handbook*.

Each section contains a box, which operators and other appropriate personnel may initial and date after reviewing the materials. Please ensure that all affected personnel receive an opportunity to review *The CJIS Newsletter* before it is sectioned out and placed with the designated manuals.

New Mailbox Available for CJIS Newsletter

Anyone wishing to submit articles for the newsletter, or with questions or comments regarding the content of this newsletter, can now email us directly at CJISNews@mshp.dps.mo.gov.

CJIS Newsletter Articles Requested/Encouraged

If any Missouri law enforcement, REJIS, or ALERT agencies wish to submit content to the CJIS Newsletter (no editorials or commercial materials please) for distribution to the Missouri law enforcement community, please feel free to do so by emailing articles to CJISNews@mshp.dps.mo.gov. Content will be subject to approval.

CJIS Newsletter Available Online

The CJIS Newsletters are always posted online on the same date they are released. The newsletters are available on the UCR website on the 'Downloads' page at:

<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/downloads?openview&Count=50>

Alternatively, the newsletters are also posted on the CJIS Launchpad under the CJIS Documents link for MULES users.

Missouri Automated Criminal History Site (MACHS)

The Missouri State Highway Patrol is currently developing the Missouri Automated Criminal History Site (MACHS) in conjunction with Computer Projects of Illinois (CPI). MACHS is a public web site that will allow individuals, businesses, and state agencies, to conduct name-based open record criminal record checks online. Users of this service will be prompted to create a secure website account. Once an account is created and a record request is submitted, the search results will be returned to the web account. The majority of the search results will be returned almost instantaneously. Payments will be processed through the State of Missouri's secure payment portal and will accept all major credit cards.

MACHS will be implemented in two phases. Phase one will consist of the ability to conduct name-based inquiries and is expected to go into production by January 1, 2011. Phase 2 will allow qualified agencies to receive fingerprint-based State and FBI criminal history information online. Qualified agencies will be required to apply for individual accounts that will allow for State and FBI criminal history responses to be returned through the corresponding web account. It is anticipated that the majority of responses from applicant record checks submitted electronically from a Livescan device will be returned to the MACHS secure website within 24 hours of the fingerprints having been received by the Missouri State Highway Patrol. This process is expected to greatly enhance the turnaround time for fingerprint based criminal history searches.

Another feature of Phase 2 is the capability for qualified agencies to receive RAPBACK criminal history information. The RAPBACK service will allow agencies to receive updated criminal history information on applicants if they are arrested after their initial fingerprint search is conducted. The RAPBACK service will flag an applicant's fingerprints upon the initial search and if the applicant is arrested in the future, the Missouri State Highway Patrol will automatically notify the submitting agency that updated criminal history information is available. The submitting agency will then have the option to request the updated criminal history via their MACHS account without any additional charge. Phase 2 is scheduled to be implemented during the middle to end of 2011.

What is MoDEX?

The Missouri law enforcement Data Exchange (MoDEX) is a powerful automated investigative tool developed in cooperation with local, county, and state level law enforcement and criminal justice entities. MoDEX provides law enforcement agencies with the ability to search, link, analyze, and share criminal justice information such as incident/case reports, incarceration data, computer aided dispatch, photos, citations, collisions, and pawn data on a statewide basis to a degree never before possible. MoDEX is deployed over a secure statewide network, and will continue to expand as new data sources are integrated. 113 agencies have signed up to participate, with many more anticipated in 2011. MoDEX currently houses data from 18 Missouri agencies (plus 2 more on the KC ETAC node) and has scheduled data migration with another 40 agencies. 3,500,000 hunting and fishing permits from the Missouri Department of Conservation have just been added to the repository and 184,000 incident reports from St. Louis County Police Department will be added this month.

For more info, please visit <http://dps.mo.gov/dir/programs/ohs/modex> or call (573) 526-4697.

Sex Offender Legislation Update!

To all law enforcement agencies registering sex offenders:



On January 12, 2010, the Missouri State Supreme Court issued a consolidated ruling on cases **F.R. v. St. Charles County Sheriff's Department (SC89834)** and **State of Missouri v. Charles A. Raynor (SC90164)**. This ruling confirmed that 566.147 RSMo, the Missouri statute prohibiting sex offenders from residing within 1,000 feet of a school or child-care facility, ONLY applies to those in-state sex offenders convicted on or after August 28, 2004 and out-of-state sex offenders convicted on or after August 28, 2008. The ruling also confirmed that 589.426 RSMo, the Missouri statute prohibiting sex offenders from having contact with children and requiring them to remain in their residences and post a sign that reads "No candy or treats at this address" on Halloween Night, ONLY applies to those sex offenders convicted on or after August 28, 2008. If an offender has a conviction/plea date prior to the dates those statutes were signed into law, the restrictions will not pertain to those offenders. When filling out the SHP-431 Notification of Duty to Register form, please write N/A in the fields that do not apply or leave the field blank.

The Sex Offender Registry Unit is also in the process of creating new forms, which will be available for use before the end of the year. As soon as the new forms become available, all registering agencies will be notified. As always, we will have hard copy forms available at your MSHP Troop as well as the forms available in electronic PDF format. Please note that any agency that enters Sex Offender records into MULES is mandated by state statute to use the forms supplied by the MSHP. The agency is also mandated to complete and forward all forms to the Missouri State Highway Patrol Sex Offender Unit for future reference.

If you have any questions or concerns, please feel free to contact the MSHP Sex Offender Registry Unit @ 888-767-6747 or 573-526-6153 and select option #3.

New Sex Offender Community Notification Program



The Missouri State Highway Patrol Criminal Justice Information Services Division will be implementing a statewide Sex Offender community notification program by the end of October 2010. This program will be incorporated within the Missouri Sex Offender Registry website and will allow public users to enroll for e-mail notifications regarding sex offenders living or working in their area. Specifically, this program will allow users to sign up for two types of e-mail notifications:

Notification by address: This type of notification allows users to enter up to five physical addresses to track. Additionally the user must select a radius around each address spanning from 500 feet up to 5 miles. If at any time a sex offender registers a home, work, or school address located within the user's selected radius, an e-mail notification will be sent notifying the user of the sex offender's registration information.

Notification by offender: This type of notification allows users to track a specific sex offender regardless of the proximity of that offender to any given address. If this notification option is selected, the user will receive a notification e-mail anytime that the selected offender changes their registered home, work, or school address. Up to five separate sex offenders may be tracked at any single time utilizing this option.

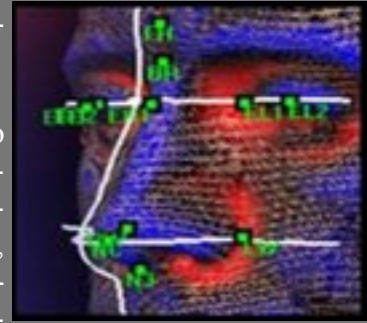
Users signing up for either of these options will receive e-mails within 24 hours after a change to an affected sex offender's address within the state registry. The Missouri State Highway Patrol is proud to offer this service and will actively work to further enhance this program in the future. Questions or suggestions for improvement may be directed to the Sex Offender Registry Unit at 1-888-SOR-MSHP (767-6747) or MO-SOR@mshp.dps.mo.gov.

NEXT GENERATION IDENTIFICATION



The Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS) Division operates and maintains the Integrated Automated Fingerprint Identification System (IAFIS), which became the world's largest person-centric biometric database when implemented in July 1999. Since then, advancements in technology and the changing business needs of the IAFIS customers have necessitated the next generation of identification services. To further advance biometric identification services, the FBI CJIS Division, with the guidance from the user community, has established the vision for Next Generation Identification (NGI).

The NGI system will be developed over a multi-year 6 phase plan to replace IAFIS that provides new functionality and improves upon existing capabilities. This technology upgrade will accommodate increased information processing and sharing demands from local, state, federal, and international agencies. The NGI system will offer state-of-the-art biometric identification services and compile core capabilities that will serve as the platform for multimodal functionality.



The new NGI capabilities will include:

- 1) Advanced Fingerprint Identification Technology (AFIT) / Repository for Individuals of Special Concern (RISC) - ***IN PILOT PHASE***
- 2) Disposition Reporting Improvements (DRI) - ***IN PILOT PHASE***
- 3) Interstate Photo System (IPS)
- 4) National Palm Print System (NPPS)
- 5) Quality Check Automation (QCA) - ***IN PILOT PHASE***
- 6) Enhanced IAFIS Repository (EIR)

For more information, please visit the FBI CJIS NGI website: <http://www.fbi.gov/hq/cjisd/ngi.htm>

The CJIS Security Unit

In July 2010, the Missouri State Highway Patrol Criminal Justice Information Systems Division's Security Unit officially got off the ground. The Security Unit will consist of the Information Security Officer (ISO) and two additional staff members. The goal of the Security Unit is to provide a single unit within the Missouri State Highway Patrol to oversee information security. This unit's main responsibility will be computer and information security within the MSHP but it will also be a single point of contact for all agencies for questions on the FBI's CJIS Security Policy and computer/information security. The unit will be developing policies and procedures based upon the FBI Security Policy, industry standards and best practices. Examples of the policies and procedures will be available for local agencies to use as templates for their own policies and procedures.

Steven White was hired as the Information Security Officer. Steve will oversee the CJIS Security Unit and serves as the ISO for the State of Missouri. He will be responsible for MSHP's compliance with FBI's security policies. Steve will also be assisting agencies with information and computer security. Steve is located at the MSHP General Headquarters in Jefferson City, MO. Steve has over 15 years of experience with computer information systems and computer and information security.

National Crime Information Center (NCIC) **Dental Image/Information Repository (NDIR)**

Did you know that out of the 1,201 Missing Person records on file with NCIC from Missouri agencies, only **2%** (24) contain dental information? Did you know that out of the 53 Unidentified Person records on file with NCIC from Missouri agencies, only **32%** (17) contain dental information?

In May of 2005, the Federal Bureau of Investigation's Criminal Justice Information Services Division approved the formation of the National Dental Image/Information Repository (NDIR) Pilot Project on Law Enforcement Online (LEO). This area is used to house Missing, Unidentified and Wanted Person Dental Images. Agencies may submit and retrieve dental information in an effort to facilitate the analysis of reports generated by the National Crime Information Center (NCIC) Dental Enhancements to the Missing Person, Wanted Person and Unidentified Person files.

Purpose

The primary function of the NDIR is to provide a place for agencies to voluntarily house supplemental dental images in a Web environment. This will allow for the information to be readily retrieved by qualified individuals performing dental comparisons between the Missing/Wanted Person files and the Unidentified Person files in NCIC.

A second function of the NDIR is to allow agencies who have an interest in having their dental coding reviewed for accurate and consistent NCIC coding by an experienced forensic odontologist to do so. Submitted records will be reviewed and compared to the information coded on the NCIC record. If discrepancies are noted, the agency will be contacted and advised of the errors. Agencies may opt out of the review of records by the NDIR Review Panel when submitting records by indicating that they do not want to have their information reviewed in their e-mail.

Point of Contact for Submission of Information

Information should be submitted electronically via an e-mail attachment to NDIR@leo.gov. The initial submission of information should be electronically submitted in multiple e-mails with the NIC number referenced on each e-mail. Each e-mail can be no larger than 10MB. If files are zipped, the file extension must be renamed .ndir rather than .zip in order to e-mail it via the LEO system. Please make a notation in the subject of the e-mail regarding the NIC number and how many e-mails you are submitting related to the record. You should also make a notation if you do not want your information reviewed by a member of the NDIR Review Panel.

How to Retrieve Information

Information will be contained in an electronic "folder" using the NCIC number as the folder name. Within the folder will be the separate files (contact info, NCIC record, dental worksheet, Person dental coding, radiographs and miscellaneous scanned files). In addition there will be a zip file that contains all of the files in the folder. The zip file is used when the individual wishes to "work" with the individual files but needs all of the files for their analysis.

Information is organized into Missing Person, Unidentified Person, and Wanted Person directories. When an identification is made and the file is cleared in NCIC, CJIS will receive a notification via NCIC and the file will be removed from LEO. However, the images will be archived at the CJIS Division and will be available upon request via e-mail to NDIR@leo.gov.

A current listing of NDIR certified Forensic Odontologists is located on the following page.

National Crime Information Center (NCIC)
Dental Image/Information Repository (NDIR)

Dr. Lauren Bales

3741 SW Raintree Drive
Lee's Summit, MO 64082
816-623-9600
baleslauren@yahoo.com

Dr. Nathan Boles

1100 NW Jefferson Court
Blue Springs, MO 64015
816-229-3828
boles608@hotmail.com

Dr. Beth Gehring

816 NorthWest Vesper Street
Blue Springs, MO 64015
816-220-2384
birthinjury@att.net

Dr. David Moyer

106 North Main Street
Plattsburg, MO 64477
816-665-2455
dlmdds@yahoo.com

Dr. Molly Frew Hodges

10803-A East 350 Highway
Raytown, MO 64138
816-356-2476
drmollyh@yahoo.com

Dr. La Tedra Collins

825 Euclid Avenue
Kansas City, MO 64124
816-889-4857

Dr. Wendy Weimer

2700 Clay Edwards Drive
Suite 345
North Kansas City, MO 64116
816-877-0200
wendyweimer@yahoo.com

Dr. Ronald Antoine

14377 Woodlake Drive
Suite #205
Chesterfield, MO 63017
314-576-0088
rwadds@msn.com

Dr. Rebecca Siscel*

139 West Monroe Avenue
Kirkwood, Mo 63122
314-966-7707
bsiscel@gmail.com

**Indicates this dentist is a member
of the FBI's 2009 National Dental
Image Review (NDIR) Panel.*

Training Topics

Public Education
Registration
Assessment
Reentry
Treatment
Supervision
Juveniles
Monitoring and Evaluation
Collaboration



Registration Information

To register for this conference, please go to:
[http://www.fvtc.edu/public/content.aspx?
ID=2047&PID=4](http://www.fvtc.edu/public/content.aspx?ID=2047&PID=4)
and complete the registration form.

Costs

Course is FREE!
Participants are responsible
for all other expenses.

Dates

October 18-19, 2010
Columbia, MO

November 15-16, 2010
Little Rock, AR

December 6-7, 2010
Tampa, FL



Signature Block

The blocks below should be initialed and dated by agency personnel before this document is filed with the *MULES Operations Manual*.

Initialing the signature block indicates whether or not a particular person has reviewed the content. During the triennial MULES Audit conducted at each agency, the signature block will be checked to verify the information was received by agency points of contact.

MULES

10-03

Missouri Uniform Law Enforcement System

File with MULES/NCIC Operations Manual

MULES 4 UPDATE!

Computers Projects of Illinois (CPI) and the Missouri State Highway Patrol have been working towards the implementation of MULES 4. The scheduled implementation of this project is anticipated for first quarter of 2011. As the rollout date approaches, each MULES agency will receive an implementation CD and letter of instruction for installation. The statewide installation is being planned for a twenty-five (25) business day rollout. The CJIS Division MULES trainers will be conducting a Train-the-Trainer course on the new software. Watch for training dates in your area beginning in November. Both the TAC and at least one or two personnel from each agency are highly suggested to attend.

ORI Edits on LE Case ORI Field

Access Integrity Unit is continuing to find Wanted Person and Order of Protection records containing 'N' ORI's in the LE Case ORI field. These records should be modified to reflect the correct Law Enforcement ORI during monthly validations.

Please make these necessary changes during the monthly validations. Any questions please contact your Troop Trainer.

Farewell to Troop B & H Trainer Christina Lashmet

Christina Lashmet, MULES Trainer for Troops B & H, will be leaving the MSHP at the end of October. She has been a great asset to the CJIS Division and worked hard to develop the statewide MULES Training Unit. She will surely be missed!

Christina adds "I have worked for the Missouri State Highway Patrol for nearly six years and for the past two and a half years I've served as the Troop H and B MULES Trainer. Now my life is being pulled toward a new career, a stay-at-home mom. I am proud to be part of the 'original six' which got the full-time MULES training up and running. As a Trainer, I have met and worked with some wonderful people and I wish you all the best of luck!"

NEW SHP 290C Form

The SHP-290C Missouri Uniform Law Enforcement System Training and Confidentiality Compliance Statement (below) has been revised and is located on the CJIS Launchpad. Please ensure all MULES users at your agency has a signed form on file.

SHP-290C 07/10

MISSOURI STATE HIGHWAY PATROL MISSOURI UNIFORM LAW ENFORCEMENT SYSTEM TRAINING AND CONFIDENTIALITY COMPLIANCE STATEMENT

STUDENT IDENTIFICATION		
USER ID	LAST NAME	FIRST NAME
SOCIAL SECURITY NUMBER	DATE OF BIRTH	E-MAIL ADDRESS
DEPARTMENT INFORMATION		
NAME		ORI
TRAINING INFORMATION		
DATE OF COURSE		COURSE TYPE <input type="checkbox"/> FULL <input type="checkbox"/> INQUIRY <input type="checkbox"/> RECERTIFICATION <input type="checkbox"/> TAC MEETING
MODULES REQUESTED <input type="checkbox"/> MESSAGES <input type="checkbox"/> VEHICLES <input type="checkbox"/> CHRI <input type="checkbox"/> PERSONS <input type="checkbox"/> PROPERTY <input type="checkbox"/> MDT <input type="checkbox"/> DOC <input type="checkbox"/> TAC <input type="checkbox"/> OTHER		
PREVIOUS MODULES TAKEN <input type="checkbox"/> MESSAGES <input type="checkbox"/> VEHICLES <input type="checkbox"/> CHRI <input type="checkbox"/> PERSONS <input type="checkbox"/> PROPERTY <input type="checkbox"/> MDT <input type="checkbox"/> DOC <input type="checkbox"/> NONE		
STUDENT ACKNOWLEDGEMENT AND RESPONSIBILITY		
<p>System (terminal) operators have access to information that is considered privacy protected, sensitive, and/or classified. You are responsible for properly accessing and/or disseminating data obtained from MULES and associated computer systems. Limitations for the use of restricted material is stipulated in several documents including the Revised Statutes of Missouri. By signing the following standards, you acknowledge that you are responsible for conforming with information presented to you in the MULES Certification classes. System operators are also responsible for all material, concerning their access level, contained in the MULES and NCIC Operations Manual and any forthcoming revisions.</p> <p><input type="checkbox"/> As a MULES terminal operator, I am authorized to make transactions necessary to fulfill my authorized duties as an employee of a criminal justice agency or to fulfill the requests of the officers I serve..</p> <p><input type="checkbox"/> Information I obtain via MULES terminal equipment will not be used for any purpose outside the criminal justice activities of my agency and the non-terminal agencies served by my agency.</p> <p><input type="checkbox"/> I will not disclose information properly obtained by MULES transactions for any purpose other than the criminal justice purpose for which it was obtained.</p> <p><input type="checkbox"/> I am allowed to make test transactions on myself, excluding criminal history data, or on subjects that are either obviously fictitious or clearly marked as fictitious.</p> <p><input type="checkbox"/> In addition to the severe criminal penalties, 576.050 RSMo, and civil liabilities for misuse of restricted information, my employment may be terminated.</p>		
STUDENT SIGNATURE		DATE

ADDITIONAL POLICIES AND PROCEDURES DUE TO THE ADAM WALSH ACT:

PURSUANT TO 589.407 RSMo: Any registration pursuant to sections 589.400 RSMo. shall consist of completion of an offender registration form developed by the Missouri State Highway Patrol. Such form shall include, but is not limited to the following:

- Information that pertains to the status of parole, probation, or supervised release (**Enter in MISC Field**)
- Passport and Immigration information (and copies) (**Enter in MNU Field as PP-**)
- Professional Licensing information (and copies) (**Enter in MNU Field as PI-**)
- Temporary Lodging: Dates of temporary lodging (Start and End Dates)
- Vehicle Information—In addition to owns and operates, whether a vehicle is for work or personal use. Aircraft or watercraft (same information as vehicles). Permanent or frequent location where vehicle, aircraft, or watercraft is stored (if same as where they live, use address of owner or owner address). (**Enter aircraft as you would a vehicle using “A” for aircraft**) (**Watercraft will have to be entered into a spreadsheet by the Highway Patrol**)
- Absconders—The Sex Offender Unit will send an email within 3 days to the US Marshals Service (Mike Walker) when notification is received that an offender has absconded. The Sex Offender Unit will also send an email (or fax) to any other jurisdiction (defined in SORNA) that has offender registered to verify status. Once the Sex Offender system is populated in the MISC Field, the information also appears on the State and National websites as “Absconder”.
- If an offender is registered in Missouri and is required to register in another jurisdiction (as defined in SORNA), we will ensure that upon entry of a Sex Offender’s Information into our registry (creation of a new entry), notice will be sent to the other jurisdiction(s) and also any subsequent updating of that information.
- Upon receipt of notice from another jurisdiction (as defined in SORNA) that an offender is moving, working (to include volunteering), or going to school in Missouri, the Sex Offender Unit will inform the jurisdiction that provided the notification that the sex offender failed to appear and archive that notification. In addition, the Sex Offender Unit will notify the US Marshals Service (Mike Walker) within 3 days.
- If an offender intends to commence residence, school, or employment outside the United States, the resident jurisdiction (Must immediately notify any other jurisdiction where the sex offender is required to register of the updated information and immediately notify the US Marshals Service (Mike Walker), ICE (Aaron Chapman), and Interpol (fax 206-616-8400). (After the information is entered into the sex offender system, the information is sent to NCIC).
- Ensure that the offender reviews all of the current registration information for accuracy at every regular In-Person appearance.



FBI CJIS SECURITY POLICY VERSION 5

The following is a list of requirements that will go into effect on January 1, 2011. Your agency may have already implemented these items. If you have not implemented the requirements, look over the requirements and if you have any questions, please contact Steve White the Information Security Officer with the Missouri State Highway Patrol.

- Requires CJIS Systems Officers ensure agencies appoint a Terminal Agency Coordinator (TAC)
- Requires agencies to retain information systems audit records for at least 365 days.
- Restricts the use of personal information systems and public computers.
- Establishes exception for funded or existing IPSec users.
- Requires AA to be used when the requested service has built AA into its processes.
- Requires agencies to restrict configuration changes.
- Establishes encryption as preferred method for data housed by media in transit but grants agencies the latitude to establish other controls in lieu of encryption
- Requires agencies to maintain an access authorization list of personnel cleared for unescorted access to the physically secure location or the issuance of credentials to authorized personnel.
- Requires agencies to control information systems related items from entering and exiting the physically secure location.
- Requires agencies to implement malicious code protection that includes automatic updates for all systems with Internet access.
- Requires agencies to implement spam and spyware protection.

Additional requirements will go into effect in subsequent years and CJIS will be providing more information about those requirements in future newsletters.

On January 1, 2011, version 5 of the FBI's CJIS security policy will be implemented. The policy has numerous changes from version 4.5. The policy expands the scope of many requirements especially in the areas of security awareness training, background checks and technical controls. Advanced authentication is another area of potential impact to terminal agencies. Advanced authentication is going to be required for all agencies when physical, personnel and technical security controls are not met.

The policy does have a phased approach to many of the requirements. Several of the requirements have deadlines beyond 2011 but agencies should start looking at the requirements to determine how the requirements will impact them and how they will implement the requirements.

The Security Unit will be working in conjunction with the MULES auditors to conduct technical security audits. The FBI will perform audits of the MSHP once every three (3) years at a minimum. This audit will include samples of CJAs and NCJAs. The MSHP is required to audit every CJA once every three (3) years and NCJA on a periodic basis.

TAC Corner



Background Checks of Private Contractors Performing Criminal Justice Functions

The Missouri State Highway Patrol (MSHP) Criminal Justice Information Services (CJIS) Division has recently been made aware of an FBI policy related to fingerprint-based criminal background checks on contractors performing an “administration of criminal justice function” (detection, apprehension, detention, pre-trial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders per 28 C.F.R. §20.3(b)) for a criminal justice agency.

Employees of a contractor, although performing an administration of criminal justice function, do not become criminal justice employees. They remain employees of the private contractor and are not converted to governmental employees merely because they have access to criminal history record information to perform their duties. For FBI billing purposes, private contractor employees are considered private employees regardless of assignment. Therefore, the FBI has concluded that a private company contracting services with a criminal justice entity is subject to the FBI user fee (\$19.25) consistent with the practice of imposing fees regarding private sector employees under the authority of Pub. L. 92-544. (CJIS Information Letter, April 6, 2001)

The FBI and MSHP will continue to process fingerprint based criminal record checks for criminal justice personnel directly employed by a local, state, or federal criminal justice agencies free of charge as direct employment with a criminal justice agency meets the definition of the administration of criminal justice. When submitting the applicant fingerprint card be sure to use your agency’s ORI and make sure the Reason Fingerprinted field contains the words “Law Enforcement Employment”

Based on MSHP's current policy, the CJIS Division will continue to waive the state processing fee for criminal record checks performed on contracted personnel performing an "Administration of Criminal Justice Function" for a criminal justice agency within the state of Missouri. Since this is internal policy, it is conceivable that the CJIS Division may be required to impose the state fee at some point in the future.

Criminal justice entities may pass on the cost of the FBI processing fee to the contractor/employee or may choose to pay the processing fee through their department as determined by local policy.

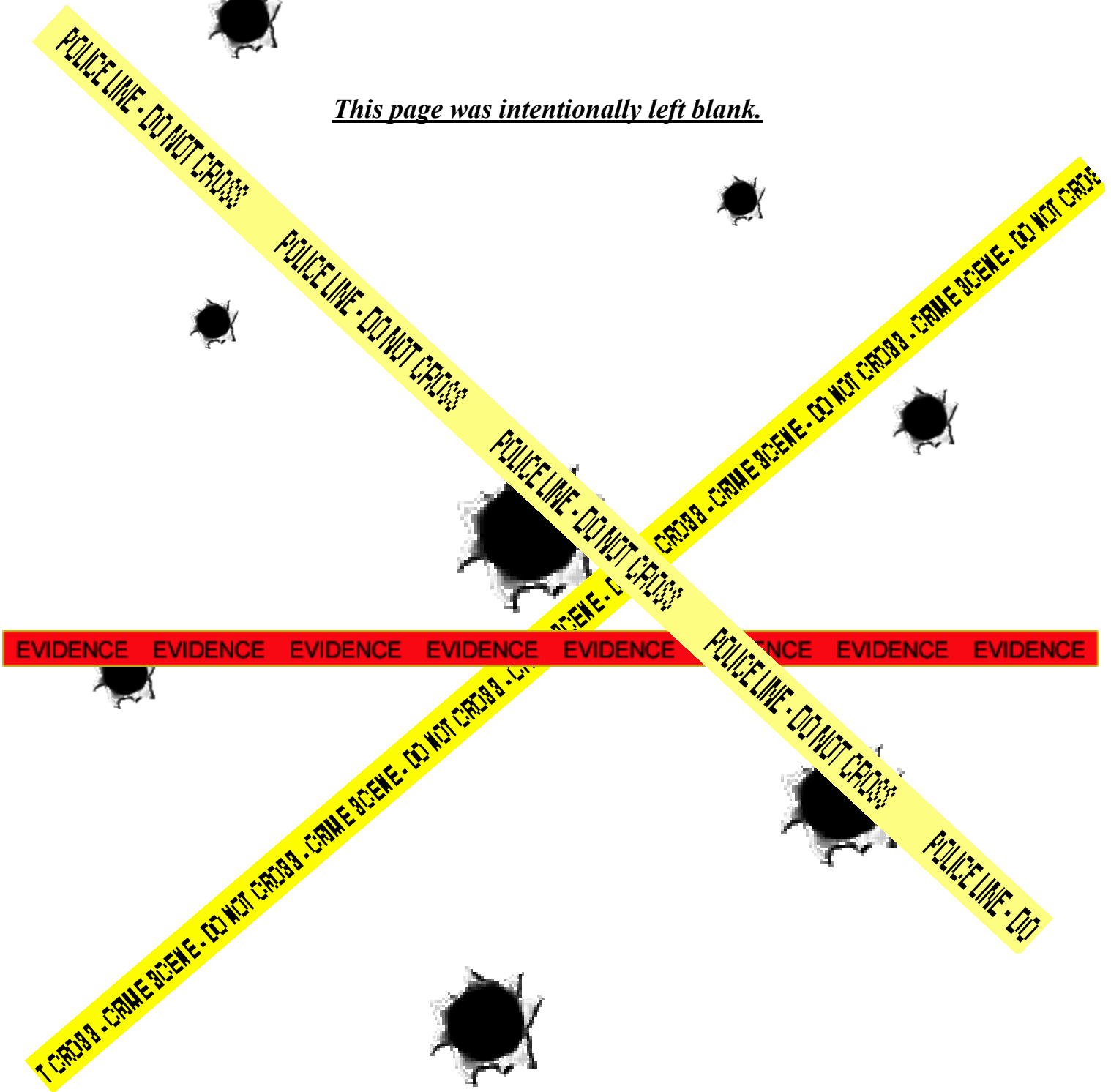
Law enforcement agencies may electronically submit applicant checks on contractors using their Livescan device similar to those performed on criminal justice personnel for criminal justice employment. Applicant fingerprint submission should contain the ORI number of the criminal justice agency, and the words “**Contract Employee**” must be clearly indicated in the “Reason Fingerprinted” block.

Livescan submissions should be submitted as state and FBI (record type "X") on the Livescan device; please note that record type "X" on the Livescan device is different from a Purpose Code "X" inquiry for background checks conducted directly through a MULES/NCIC terminal for "Emergency Placement" purposes. Fingerprint submissions through a Livescan device for criminal justice employment should continue to be submitted as a record type "U" (criminal justice employment) on the Livescan.

Prior to electronic submissions for record checks on contracted personnel, the submitting criminal justice agency will need to make billing arrangements with CJIS. CJIS will not set up invoicing with the private contractor. Payment for manual submissions should be paid in the form of a check or money order made payable to the "Criminal Record System Fund".

For billing arrangements, please contact the CJIS Division's Accounting Office at (573) 526-6363. If you have any other questions or concerns, please contact the CJIS Division at (573) 526-6312.

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Signature Block

The blocks below should be initialed and dated by agency personnel responsible for UCR reporting before this document is filed with the *Missouri Supplement to the UCR Handbook* and the *UCR Handbook* publications. During the triennial UCR Quality Assurance Review (QAR) conducted at each agency, the signature block will be checked to verify the information was received and reviewed.

UCR

Uniform Crime Reporting

10-03

File with *Missouri Supplement to the UCR Handbook*

MIBRS Web RMS PILOT AGENCIES REQUESTED

For any agencies currently on the secure MULES Network, the Missouri Incident Based Reporting System Web based Record Management System (MIBRS Web RMS) is available for pilot testing. The RMS meets all MIBRS system requirements for UCR reporting and will eventually interface to the Missouri Data Exchange (MoDEX). Please note that this basic RMS software does not include a jail, evidence, or civil process module. The CJIS Division of the Missouri State Highway Patrol will provide system support and training. The MIBRS RMS is a web hosted system, available at no cost to those agencies that cannot otherwise afford an electronic RMS. The CJIS Division is still exploring ways by which the system can be deployed in a secure ISP environment. For more information or if you are interesting in being a pilot agency, contact the CJIS Division at 573-526-6278.

UPCOMING UCR TRAINING

Please note that there are two (2) UCR Training Sessions currently scheduled for the remaining 2010 calendar:

Region 2 CJIS Auditor/Trainer Pat Henton will be conducting UCR Training at the St. Louis County & Municipal Police Academy in Wellston, MO on **October 19, 2010** from 8:00am—4:00pm. Ms. Henton and Region 7 CJIS Auditor/Trainer Quinette Green will be conducting UCR Training at MSHP Troop C Headquarters in Weldon Spring, MO on **November 4, 2010** from 8:00am-4:00pm.

Please contact either Ms. Henton (314-731-1548) or Ms. Green (636-300-2800) to register for these UCR classes.

FBI UCR Paperless Project

As part of the deployment of the FBI's UCR Redevelopment Project (UCRRP), the FBI will no longer accept monthly paper or scanned PDF submissions from states or individual agencies effective January 1, 2013. There are at least 6 states that still submit all UCR statistics in hard-copy paper form. Missouri, with the use of the MoUCR Website, has been submitting in electronic format for years. The MoUCR Program would also like to follow the FBI's paperless initiative and try to eliminate all hard-copy UCR reporting by 2013. While Missouri's 94.8% web reporting rate and 97% Overall Reporting Compliance Rate is an exceptional statewide accomplishment, we still have roughly 30 law enforcement agencies submitting hard-copy monthly UCR Reports via fax or mail. These 30 agencies can expect to be "strongly encouraged" to consider web-based UCR reporting over the next 2 years.

CRIME IN MISSOURI 2009 IS RELEASED

The Missouri Statistical Analysis Center is pleased to announce the availability of **Crime in Missouri 2009**, a compilation of Missouri crime statistics. This publication provides a basic understanding of Missouri's crime statistics from 2009 as reported by State, County, and Municipal Law Enforcement Agencies. The publication is now available on the MSHP website or at the link below:

<http://www.mshp.dps.missouri.gov/MSHPWeb/SAC/pdf/2009CrimeInMO.pdf>

The FBI's **Crime in the US 2009** is also available on the FBI website or at the link below:

<http://www.fbi.gov/ucr/cius2009/index.html>

MIBRS CERTIFICATION

The Missouri UCR Program Office would like to extend Congratulations to the following agencies, which are Missouri Incident Based Reporting System (MIBRS) Certified:

Grain Valley Police Department
Chillicothe Police Department
Emma Police Department
Blackburn Police Department
Alma Police Department
Wellington Police Department
Corder Police Department
Merriam Woods Police Department
Sturgeon Police Department
Byrnes Mill Police Department

Oak Grove Police Department
Pilot Knob Police Department
Ste Genevieve County Sheriff's Office
St. Peters Police Department
Laclede County Sheriff's Office
Kansas City Police Department
Lake Lotawana Police Department
Joplin Police Department
Gladstone Police Department

The Missouri UCR Program began MIBRS certification of agencies on February 1, 2006. There are several points to remember regarding MIBRS Certification:

- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports.
- Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to summary by the state.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.

More information on agency MIBRS certification is available upon request by contacting the CJIS Division, at (573) 526-6278.

UCR QUALITY ASSURANCE REVIEWS

Since the 10-02 *CJIS Newsletter*, the following agencies received letters of commendation from the Director of the Missouri State Highway Patrol's CJIS Division for outstanding performance and findings (100%) upon completion of their Missouri UCR Quality Assurance Review:

CAPE GIRARDEAU POLICE DEPARTMENT
WOODSON TERRACE POLICE DEPARTMENT
BENTON COUNTY SHERIFF'S OFFICE
LINCOLN POLICE DEPARTMENT
WARSAW POLICE DEPARTMENT
MONETT POLICE DEPARTMENT
BILLINGS POLICE DEPARTMENT

GREENFIELD POLICE DEPARTMENT
SPRINGFIELD POLICE DEPARTMENT
SENECA POLICE DEPARTMENT
LAKE WINNEBAGO POLICE DEPARTMENT
HARRAH'S CASINO - NKC
FORDLAND POLICE DEPARTMENT
CUBA POLICE DEPARTMENT

Since the 10-02 *CJIS Newsletter*, the following agencies received a compliance rating in the 90 to 99% range upon completion of their Missouri UCR Quality Assurance Review. While these agencies did not receive the Director's letter, they deserve special recognition for a job well done:

MONITEAU COUNTY SHERIFF'S OFFICE
CHILLICOTHE POLICE DEPARTMENT
COTTLEVILLE POLICE DEPARTMENT
CHARLACK POLICE DEPARTMENT
FRONTENAC POLICE DEPARTMENT
LAKESHIRE POLICE DEPARTMENT
WARREN COUNTY SHERIFF'S OFFICE
MARBLE HILL POLICE DEPARTMENT
GRANDIN POLICE DEPARTMENT
KENNETT POLICE DEPARTMENT
COLE CAMP POLICE DEPARTMENT

DADE COUNTY SHERIFF'S OFFICE
PIERCE CITY POLICE DEPARTMENT
REEDS SPRING POLICE DEPARTMENT
DREXEL POLICE DEPARTMENT
AMERISTAR CASINO - KC
OAK GROVE POLICE DEPARTMENT
LEXINGTON POLICE DEPARTMENT
WESTON POLICE DEPARTMENT
BALLWIN POLICE DEPARTMENT
HOLT COUNTY SHERIFF'S OFFICE
JOHNSON COUNTY SHERIFF'S OFFICE

One third of all independently reporting law enforcement agencies are reviewed each year. Cycle 2 ended on December 31, 2009, and cycle 3 will run from January 1, 2010 through December 31, 2012.

New Missouri Ban on Synthetic Marijuana

On August 28, 2010, Missouri House Bill 1472 effectively amended RSMo 195.017 to include the compound found in the synthetic marijuana brand "K2" (1-pentyl-3-(1-naphthoyl)indole) on the state's list of Schedule I controlled substances. When classifying a K2 arrest or citation for UCR purposes, please report the arrest as an **Other Dangerous Non-Narcotic (distribution=180d/possession=185h)** for Summary UCR Reporting and a **Drug/Narcotic Violation (35A)** for MIBRS Reporting.



FBI's LEOKA 2009 and Hate Crime Statistics 2009 Publications

The FBI will be releasing their Law Enforcement Officers Killed and Assaulted (LEOKA) 2009 publication on October 18, 2010.

You will be able to view the publication via this link: www.fbi.gov/ucr/killed/2009/index.html

Additionally, the FBI will be releasing their Hate Crime Statistics 2009 publication on November 22, 2010.

You will be able to view the publication via this link: www.fbi.gov/ucr/hc2009/index.html

2010 Law Enforcement Employees Report Due in November!

Each year, the MoUCR Program Office is required by the FBI to retrieve the number of **FULL-TIME** male and female sworn law enforcement and **FULL-TIME** male and female civilian staff that are employed by every UCR reporting agency. This data is primarily collected via the Law Enforcement Employees Report (LEER) that is completed in November of each year and submitted with your October UCR report. This form will automatically appear when you are completing your November 2010 UCR Report on the UCR Website. However, all certified MIBRS and Summary hard-copy reporting agencies will have to mail or fax in their completed LEER to the MoUCR Program Office or, at least, provide your LEER totals to your Regional UCR Trainer. Please note that these totals must be submitted **by December 1, 2010!**

Questions or comments regarding this publication may be addressed to:



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P.O. Box 9500
Jefferson City, Missouri 65102-9500
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